

ADMINISTRATIVE MEMO NO. 2

August 14, 1942

TO F.B.I.S. OFFICERS AND MEMBERS OF THE STENOGRAPHIC
AND CLERICAL STAFF:

Following the suggestion of the representative of the Bureau of the Budget, Division of Administrative Management, and the decision of the staff conference Wednesday, August 12th, the Mail and Files Division is instructed to eliminate the making of a 3 X 5 card record of incoming correspondence, except for letters from Chairman James L. Fly. Any officer of the Service desiring to have individual letters recorded as heretofore may do so.

/s/ Robert D. Leigh

Robert D. Leigh
Director
Foreign Broadcast Intelligence Service